DOCUMENT RESUME

ED 296 102 CE 050 351

AUTHOR	Debban, Barbara, Comp.; And Others
TITLE	Orientation Booklet for Parents Enrolled in Parent Education Cooperative Groups. Columbia Basin College Parent Education Program.
INSTITUTION	Columbia Basin Coll., Pasco, Wash.
SPONS AGENCY	Washington State Board for Community Coll. Education, Olympia.
PUB DATE	May 87
NOTE	20p.; For related documents, see CE 050 352-354.
PUB TYPE	Guides - Classroom Use - Materials (For Learner) (051)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Adult Education; Child Development; Community Colleges; *Cooperative Programs; Early Childhood Education; *Experiential Learning; *Group Activities; Learning Activities; Parent Child Relationship; *Parent Education; *Parenting Skills; Parent Participation; Preschool Children; Toddlers; Two Year Colleges

ABSTRACT

This booklet provides parents with information to help them get the most from their enrollment in parent education cooperative groups. Orientation information is presented for both the Parent Walkabout/Parent Toddler Programs and the Parent Cooperative Preschool Programs at Columbia Basin College (CBC), Washington. Informative material on the program and facilities as well as suggestions for the parent are included. The child's registration form and a CBC parent agreement form are provided. Topics for discussion during special time set aside to discuss parental concerns and interests are listed. By-laws of the CBC parent education groups are appended. (YLB)

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Columbia Basin College
Parent Education Program

Orientation Booklet for Parents

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COLUMBIA BASIN COLLEGE
2600 North 20th Avenue
Pasco, WA 99301

ORIENTATION BOOKLET
FOR
PARENTS
ENROLLED IN PARENT EDUCATION COOPERATIVE GROUPS

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May 1987

This project was partially state funded by the state board for Community College Education with curriculum development monies from the Carl Perkins Vocational Education Act.

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THE CO-OP EXPERIENCE

Parents are often surprised to find they have adjustments to make at preschool, just as children do. Many parents find themselves feeling a bit confused at first. Keep in mind that this is a common reaction.

You may also feel a bit overwhelmed:

--How do you function as assistant teacher?

--Where are all the supplies and equipment located?

--What is the daily schedule?

--What are the procedures?

You may be somewhat fearful:

--You may feel awkward working with other children.

--You may be afraid of making a mistake.

You may feel isolated:

--There will be many people you don't know.

- You may find it difficult to ask questions of a busy teacher.

How can you function smoothly?

Try to remember:

--You can't learn everything at once. Dealing with children and adults, learning guidance techniques and learning to use equipment and supplies is a continuous process -- it takes all year.

--Don't be afraid to ask questions of other parents. It is an excellent way to become acquainted and lose that feeling of isolation.

COLUMBIA BASIN COLLEGE/EARLY CHILDHOOD EDUCATION
PARENT/WALKABOUTS AND PARENT/TODDLERS

Welcome to the CBC Parent/Walkabout or Parent/Toddler Program. Please be aware of the following ideas and procedures. If you have any questions please feel free to ask the instructors at any time. We want you and your child to have a pleasant year.

1. Each adult in the program is required to have a Tine Test for Tuberculosis. This can be taken at the Benton-Franklin Health Department. Refer to the phone book for phone numbers and information. Since the results must be observed 2 days after test's made, it is suggested that you do not go on Thursdays or Fridays. A slip reporting the results of the test should be requested and brought back to class.

2. There is a library available to all parents in our program comprised of books on parenting skills, crafts, special concerns (toilet training, discipline, etc.) There are also handouts from CBC on snacks, child development, communicable diseases, toys and many other topics of interest to parents. Don't hesitate to ask for specific information.

3. You will note that some toys may be covered. This is for the protection of smaller children since small manipulative toys might be put into the mouth and/or swallowed. Please make certain that the toys underneath the covers are not used by your child. Please pick up anything on the floor that you feel might be dangerous to your child or others.

4. Keep toys (puzzles, clay, etc.) in the areas where the activities are set up. This avoids pieces getting lost in other parts of the building. It is also helpful to the child in learning how to associate certain areas with certain kinds of activities. We also ask that children refrain from bringing noisy toys into the discussion room. They are allowed to bring books into this room, however, since this is not disruptive. During group discussion we observe an "open door policy" since it is sometimes difficult for a child of this age to separate from his/her parent. Don't get discouraged if your child wanders in and out for the first few sessions. The child is merely checking to make certain that you have not abandoned him/her. Encourage looking at books and keeping children "quiet" if they remain in the discussion room. Your cooperation will be appreciated.

5. The college insurance carrier requires that only enrolled children and parents participate in the program. We suggest you make this a special time for your child. It is often possible to exchange babysitting. For insurance purposes, all unenrolled children (infants) must be carried in a front or back pack or in a baby bed. If you need additional information or an emergency arises, call one of the instructors.

6. There are 11 meetings with children plus 3 evening (or other arranged times) classes for each quarter. These 3 parent education evening classes are a requirement of the college. We would like your input for topics to be covered in the evening classes.

7. If you are ill, out of town or an emergency arises, please call either instructor if you will be absent. If possible do so the night before class. If you are responsible for a snack, an art project or music, it would be most appreciated if you would try to exchange with another parent or let the instructors know ahead of time so we can arrange a replacement.

8. In the event the public schools are closed because of bad weather, our program will not be in session either. School closures are usually announced early in the morning on the radio.

9. Parents take turns bringing the morning snack. Keep in mind the importance of LOW sugar snacks. fruits, crackers, cheese, etc. are preferable to sweet treats. If your child has food allergies, make it known to the instructors on your registration sheet. "Snack ideas," can be found in the Parent Handbook. Please avoid any snacks that could cause choking--peanuts, popcorn, etc.

10. A half hour is planned for outdoor play unless the weather is inclement. Please dress you and your child accordingly. Casual, washable clothing is best for mosy inside activities (painting, water table, snack, etc.)

11. The parents will also be taking turns with art, story and music activities. Please keep in mind the ages and obvious limitations of the children in the group when planning your activity. We like to stress enjoying the activity and avoiding projects the child might find failure in doing. Remember their attention span is short. There are many resources--ask your instructor if you need suggestions. The public library also has many excellent books and records.

12. Remember, you are part of a team effort. Even though it may not be specifically your day for a responsibility, it's important to help.

13. Please try to be on time. It is hard for a child to come late and not have his/her playtime before you go into discussion. If your child has a particulary hard time separating, you will probably want to be in discussion # 1 for the first few times so you can go outside with your child.

14. Be sure to put the child's name on all paintings, craft work or art work so they can be identified when time to leave. Also, be sure to remove name tags when leaving.

15. Each parent is responsible for children other than his/her own during discussion time. It is difficult to participate in discussion if you feel that your child is not being properly taken care of in the activity room.

16. Children this age have difficulty sharing "special" things such as blankets, pacifiers, bottles, toys, etc. These special things should not be expected to be shared. Therefore, we ask that these be left at home or in the car.

17. Don't be discouraged if your child does not participate in music time. It is best to ignore his shyness unless it is distracting to others. Usually if the child sees other parents and children participating, he/she will in time, participate also. Please note that religious songs are not appropriate for this program.

18. Please feel free to go into the discussion room when it is time for your group. It is sometimes easier to separate from your child when attention is not called to the fact that you are leaving him/her. It is always best to say, "I will be in the discussion room" rather than "Mommy has to leave you now.

19. It is the policy of the Parent Education Department that no corporal punishment (spanking, etc.) be administered during class time. Let's try to think of other positive methods of disciplining the children.

Welcome to the Preschool Cooperative Program sponsored by Columbia Basin College. The following information might be of interest to you. If you have any questions, please feel free to ask your teacher or parent aide. We look forward to help you and to make this a pleasant year for you and your child.

1. Each adult in the program is required to have a Tine Test for Tuberculosis. This will be done by the Kittitas County Health Department. Watch for more information and appointment times.

2. There is [illegible] program comprised of [illegible] special concerns [illegible]. There are also handouts from [illegible] child development, community [illegible] topics of interest to parents. Don't hesitate to ask for [illegible] information.

3. Please do not [illegible] when you are helping in the [illegible] emergency arises. If you [illegible] let the [illegible] We will have a roster for you to [illegible]

4. Each parent is [illegible] social project periodically [illegible] for you, indicating the [illegible] sign up sheet. Feel free to ask for [illegible] you would like with either the [illegible]

5. Outdoor play is [illegible] dress your child accordingly. [illegible] children will [illegible] play outside [illegible] other children [illegible] with whom you feel is [illegible]

6. Please try to arrive [illegible] day that you work so that [illegible] children arrive. [illegible] with you if you are part of a carpool. Planning and putting away equipment are also part of the [illegible] children to help.

7. The preschool closes when [illegible] are closed for inclement weather. Emergency school closings are announced on the radio early in the morning in the event of bad weather.

8. A nursery is available for your younger children, at some facilities. Only enrolled children will be allowed in the preschool program, including the outdoor time. Our insurance is very specific about this and hopefully those parents bringing other children will alternate part of their time in the nursery. If possible, parents may wish to set up a co operative babysitting program with each other so younger children may be cared for at one another's homes.

9. Evening classes are held monthly for the parents. Your attendance is a requirement of this college-sponsored class and of the cooperative.

10. PLEASE BRING A CHANGE OF CLOTHING FOR YOUR CHILD; clothing should be clearly labeled and in a paper bag. (Accidents may happen so include shirt, pants, and underwear.)

11. A few safety notes: We have a first-aid kit available for scratches and abrasions. Please make sure the teacher is aware of an accident. She may need to report it to the college. Smoking is prohibited. Be alert and watch children during field trips; the ratio needs to be one adult for every three children. All children must wear seat belts.

12. It is suggested that you have a release form on file at the hospitals in order that your child may receive emergency treatment in case of an accident.

13. Feel free to ask the teacher to handle guidance problems in the preschool (including your own child). Usually any incidents requiring guidance are handled by the parent who is nearest and observed the happening. **IT IS COLLEGE POLICY THAT NO CORPORAL PUNISHMENT BE ADMINISTERED** during class time. Ask the teacher for alternative ideas for handling the problem.

14. The preschool is a cooperative, and parent participation and involvement allows us to provide more and varied activities for the children. The program depends on the parents, so please call a parent who helps on a different day to substitute for you. Let the teacher know you will not be there and who is substituting for you. This will make the day go more smoothly for everyone.

15. Please help keep toys (puzzles, clay, etc.) in the areas where these activities are set up. This avoids pieces getting lost in other parts of the room, and it is also helpful to the child in learning how to associate certain areas with certain kinds of activities.

16. It is the responsibility of our preschool to set up and put away our equipment each day as the facility is used by other groups throughout the week. Once again encourage the children to help.

17. When helping to plan activities for the children, please make certain they are geared for preschoolers. Remember, they have short attention spans. There are many resources available. Ask the teacher or parent educator if you need suggestions. The public library also has many excellent books and records.

18. Be sure to put each child's name on all paintings or craft/art work so they may be identified when it is time to leave. Also be sure to help remove nametags when leaving.

19. If you have any questions , problems with or suggestions for the program, please feel comfortable about calling your teacher or Parent Educator.

COLUMBIA BASIN COLLEGE
PARENT EDUCATION DEPARTMENT
1011 NORTHGATE
RICHLAND, WA 99352

CHILD'S REGISTRATION FORM

Enrolled Parent Name_____ Soc. Sec. #_____

Address_____

Phone_____ Child's Name_____

Birthdate_____ _____ Doctor_____

Spouse Name_____

Spouse Employer_____

Father's Occupation_____

Mother's Occupation_____

Names of Brothers Ages Names of Sisters Ages

_____ _____

_____ _____

Pets_____

Adults in home other than parents _____ _____

What does your child when frustrated or angry? _____

_____

What do you like most about this age?_____

What do you dislike most about this age? _____

What areas of child growth and development would you like to discuss?_____

_____

Is this your child's first group experience?_____

How does your child act with children his age?_____

Is there something special we should know about your child?_____

What would you like to gain from this class_____

What are your special interests you might share with this group?

(i.e. music, art)_____

Preschool Child's Illnesses or Past Operations

Immunizations

_____Up to date

Child's Allergies_____

Any Medicine Needed_____

In case of emergency, contact:

Name_____Address_____Phone_____

Name_____Address_____Phone_____

Emergency Medical Care

In case of sickness or accident, I hereby consent to the co-operative preschool providing emergency care through clinic, hospital or doctor, for:

_____Child's Name

Name of Physician _____Address_____Phone_____

(Signed)_____Date_____

CBC PARENT AGREEMENT

Parent's Name _____

Child's Name _____

Address _____

Phone _____

Child's Age on August 30 _____

Birthdate _____

As a member of the group cooperative I agree to comply with all requirements of the group. I recognize it will be my duty to contribute my time and abilities and do the share of the work required for successful operation of the group.

I have read and agree to the following: _____

1. I will participate in the coop group one morning per week as required. If I cannot participate, I will arrange a substitute for myself , and notify the instructor in advance.

2. I will attend regular monthly parent meetings. I understand attendance at these meetings is compulsory and a necessary part of our continued participation in the group.

3. I will read and abide by the Handbook & Parent Education Guidelines.

4. I will complete an enrollment form for my child.

5. I will sign a medical release for my child.

6. Proof of my negative x-ray or TB skin test is on file at _____

7. I agree to have a valid driver's license and carry liability insurance on any vehicle used for transporting children on a field trip.

8. I include with this form a $ ___ application fee. (A refund will be given only if child is not placed due to lack of space in a class.)

9 I will Assist periodically with room arrangement, inventory, equipment renewal, cleaning and repair or assist the instructors with special jobs when requested.

Signed _____

TOPICS FOR DISCUSSION

A special time during each class session is set aside to discuss parental concerns and interests. Each instructor plans discussion topics around the requests and needs of each group. The following is a list of possible topics. Parents are encouraged to suggest additional topics. Check all that interest you, below:

___Nutrition: what, how much, good snacks.
___Behavior at mealtimes.
___Children's health, illness, immunizations.
___Growth and development:physical, emotional, intellectual, and social.
___Special Problems: the handicapped child, retardation, chronic childhood diseases, and the hyperkinetic child.
___Death and Dying: how to tell a child.
___Choosing toys to promote growth.
___Toy safety.
___Strangers: How to tell children how to protect themselves.
___Child abuse.
___Sex education for children.
___Child self-esteem: how to develop it in your child
___Parent self esteem.
___Self-awareness for parents.
___Assertiveness training.
___Sharing.
___Independence.
___Fears, fantasies, dreams, & nightmares in the child.
___Temper tantrums.
___Temperament.
___Disruptive behaviors.
___Auto Safety.
___Children's tension and outlets
___Parenting styles
___Separation.
___Time management.
___Preschool Selection.
___Holidays with children.
___CPR
___Language Development
___Children's books: when and how to introduce them.
___Coping with parenthood
___TV: mass media influence on the child.
___Sibling rivalry:playmate
___Discipline and guidance.
___Behavior Modification.
___Parent effectiveness training.
___Household safety.
___Single parenting.
___Fathers:their role.
___Sex role development
___Mothering: what makes a "good mother".
___Working mothers.
___Community resources:help available to families
___Babysitters: safety, how to train them, where to find them.
___Special family problems: drug use, alcoholism, mental illness.
___Divorce: It's effect on the child.
___Family Patterns: their perpetuation from generation to generation
___The value of play.
___Fears and frustrations: parent, child.
___Emotional Abuse
___Day care.
___Traveling with children.
___Toilet training.
___Other:_____

By Laws
CBC Parent Education Groups

Item I. **NAME:** The name of this group shall be _____ Parent Education Group.

Item II. **SPONSORSHIP:** This group is affiliated with Early Childhood Education/Parent Education Department of Columbia Basin College. The Parent Education Instructor and the classroom teacher are representatives of that department.

Item III. **PURPOSE:** To offer an opportunity for parents to discover and enhance their own parenting skills as well as become directly involved in the education of their children.

Item IV. **TIME AND PLACE:** This group shall meet at _____ during the months of September through May for three, quarters. The group will follow local school policy with regard to closure due to inclement weather. (When school buses don't run, our classes will not operate.)

Item V. **ADMISSION POLICY:**

A. Adults: Any parent or guardian, regardless of race, origin, or sex may enroll as a college student in the Columbia Basin College Parent Education Program if he/she is willing to accept the responsibilities and the requirements of participation in the group.

B. Children:

1. Children between the ages of _____ or reaching that age within the enrolled quarter shall be accepted for membership only if a parent or guardian fulfills the obligations for adult membership.

2. A maximum of twenty (20) children attending one class session may be enrolled.

3. Vacancies shall be filled from a waiting list, siblings to have priority.

Item VI. **RESPONSIBILITIES AND DUTIES OF MEMBERSHIP**

A. One adult sponsor or guardian per family is required to participate actively in the children's classroom one session per week on an assigned day.

B. If the assigned parent or guardian is unable to fulfill his/her duties, it shall be his/her responsibility to inform the parent education instructor or preschool teacher and make alternative arrangements according to individual needs. Failure to fulfill duties will result in expulsion at the discretion of the group.

C. A six week maternity leave will be available to a mother, with no substitute necessary, if she has been a participating member for at least one month.

D. Each member of the Columbia Basin College Parent Education class shall attend the orientation meeting or meetings held prior to the start of the school year.

E. A participating parent or guardian while they are fulfilling membership duties may not be accompanied by unenrolled siblings unless it is a designated "family day"

F. Unenrolled children may not attend the group except children accompanying parents who are prospective members. These children will not be covered for insurance purposes.

G. Each member of the Columbia Basin College class must attend a monthly Parent Education Meeting. The Chairperson or Parent Educator shall be notified in advance if a member cannot attend a meeting. Family illness, personal illness, and emergencies are considered excused absences. More than two unexcused absences per year from the Parent Education program may result in expulsion at the discretion of the group. Make-up assignments will be given for missed evening meetings.

H. In the event of student withdrawal, a two week notice is requested.

Item VII. **OFFICERS:**

A. The officers will consist of a Chairperson, Parent Liaison, Secretary and Treasurer. If the group determines it necessary additional assistant officers may be elected.

These officers shall constitute an Executive Board through which the concerns and problems of the group can be discussed and their ideas and recommendations can be presented to the entire group for discussion and decision. The Parent Education Instructor and Preschool Teacher shall attend any board meetings in an advisory capacity. The board meetings are open to any member of the group.

B. Duties of the Officers:

The Chairperson

--Presides over all business meetings of the group

--Is the group's representative on the Parent Education Advisory Board.

--Acts as a liaison between the instructors and the group

--May be called on to handle conflict resolution situations.

The Treasurer:

--Collects all tuition and registration fees.

--Submits a monthly treasurer's statement to the Parent Education office by the 15th of the month.

--Maintains a petty cash supply for the teacher.

--Pays all coop bills.

--Maintains records of all transactions involving finances.

--Submits books for audit when required.

--Attends the Fall Treasurer's Workshop.

The Secretary:

--Maintains a record of minutes at all business meetings.

--Handles care of correspondence for the preschool.

The Parent Liaison:

--Greets a prospective new member of the group when she comes to observe the program.

--Provides an orientation experience for the new member.

--Makes contact after the new member has enrolled to make sure there are no questions, difficulties, etc.

Item VIII. **COMMITTEES:** If needed the Executive Board will decide upon the number of committees needed for the efficient functioning of the group, and the Chairperson will appoint Committee Heads.

Item IX. **ELECTIONS:** A. An election of officers will be held yearly in May. Officers shall be encouraged to attend any workshops for officers by Columbia Basin College.

B. In the event there are not enough returning members to fill all offices, some or all current Board members may be asked to remain in office through the summer and make arrangements to fill vacancies as new members enroll in September.

C. If any officer is not fulfilling his/her duties, the Executive Board, together with the Teacher and the Parent Education Instructor shall make the decision to ask the officer to resign.

Item X. **TUITION AND FINANCES:**

A. The children's tuition fee shall be _____ for a 3 day week,_____for a 2 day week, and _____ for a 1 day week. For each additional child in one family, the tuition fee will be 2/3 of the first child's tuition.

B. Tuition is due the first of the month. It will be delinquent by the 15th of the month. A reminder will be sent out by the 10th of the month.

C. If a member is unable to pay tuition when due, the Treasurer or Parent Educator should be contacted and the matter discussed. Failure to pay tuition for more than one month will result in review by the board and possible expulsion. Scholarship funds are available.

D. The group shall carry a group liability policy and an accident policy covering each child and paid for by the parents. These policies will be purchased through Columbia Basin College.

E. A _____ registration fee shall be charged for enrolling one child and parent. Each additional family member participating in the children's classroom shall be charged _____. THIS FEE IS NON-REFUNDABLE.

F. The Treasurer, Secretary, Chairperson and Parent Liason are empowered to sign checks. Any two of these signatures are required on checks by the Cooperative.

G. Salary for the Teacher and general operating expenses for the group will be paid out of the tuition fees, 80% to be paid to CBC. The group retains 20% in it's own account for expenditures by the group.

H. The Teacher or Parent Educator may approve expenditures up to $25.00; any expenditure exceeding that amount must have majority vote by the group. Expenditures relating to parent entertainment will not be approved.

I. Any money remaining in the treasury at the close of the year shall belong to the continuing membership.

J. All equipment and supplies are property of the State of Washington and in the event of dissolution of the group, all funds, equipment and supplies shall be turned over to Columbia Basin College.

Item XI. **TEACHER: PERSONAL LEAVE:** Personal leave shall be paid to the teacher by the group 1 morning per month for 2 or 3 day program, 1 morning per quarter for 1 day group, and is accumulative for the duration of school year. Reasons for leave shall include personal illness, illness of immediate family member, death in family, and attendance at educational in-service. All other reasons for absence shall be approved by the CBC Early Childhood Education/Parent Education Department Coordinator.

Item XII. **ADDITIONS:** Additions to these bylaws , or modifications require a majority vote of the members of the group and must be submitted for the approval of the CBC Early Childhood/Parent Education Coordinator.

ADDITION 1.

ADDITION 2.

ADDITION 3.

ADDITION 4.

Meg Molton, Coordinator
Early Child/Parent Education
CBC Richland Center
946-8796